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SUBJECT: NEVADA NATIONAL GUARD MEMORANDUM ON PART-TIME
EMPLOYMENT

Purpose: This memorandum letter establishes the guidelines regarding the use of Part-time employees in the Nevada National Guard.

References: Section 3401-3408 of Title 5, United States Code, Public Law 95-437, and Part 340 of Title 5, Code of Federal Regulations (CFR).

Part-time Employment Defined: A part-time permanent employee has a career or career-conditional appointment (or a permanent appointment in the excepted service), works between 16 and 32 hours each week (or between 32 and 64 hours a pay period) on a prearranged schedule, and is eligible for fringe benefits. Part-time permanent employees are eligible, on a prorated basis, for the same benefits as full-time employees, i.e., leave, retirement, and health and life insurance coverage.

Permanent, Indefinite, and Temporary Status: Although this memorandum discusses the use of Part-time employees in the sense of a permanent status, similar provisions apply to Indefinite and Temporary employees. Indefinite and Temporary employees are entitled to the same benefits as similar employees hired performing a full-time work schedule.

Profiling the Part-time Position: There is no law or regulation that limits part-time employment to specific jobs or grade levels. In fact, any job may be filled by a part-time employee or a team of job sharers when the arrangement meets the needs of the organization and the employee(s).

Appointment Procedures: Appointment procedures for part-time employees are the same as for comparable full-time employees.

Benefits of Part-time: Employees, their managers, and agencies can benefit from using part-time work schedules. Employees could spend more time with their children, pursue educational opportunities, care for an aging parent or ill family member, participate in volunteer or leisure activities, or continue working when illness or physical limitations prevent working a full-time schedule. Managers and agencies could retain highly qualified employees, improve recruitment, increase productivity, and reduce absenteeism.

Switching from Full-time to Part-time: Employees should carefully consider all the personal issues involved in switching to a part-time or job sharing schedule, such as a reduction in pay,

increased share of health insurance premiums, and the change in leave earnings. The first step is usually to discuss the idea with the immediate supervisor. All requests to change from a full-time to a part-time schedule will be coordinated through the Human Resources Office.

Part-time Hours: To meet the needs of the office or the employee, an agency may temporarily or permanently change the total hours of a part-time employee. However, generally part-timers have schedules within the 16 to 32 hours-per-week range required by law.

Leave and Holidays:

1. Employees earn annual and sick leave on a prorated basis depending on the number of hours worked per pay period. An employee with less than 3 years of service earns 1 hour of annual leave for each 20 hours worked; with 3 but less than 15 years of service, the employee earns 1 hour for each 13 hours worked; and with 15 or more years of service earns 1 hour for each 10 hours worked.
2. Part-time employees earn 1 hour of sick leave for each 20 hours worked. Part-time employees are also eligible for other kinds of leave and are covered by the rules governing the Family and Medical Leave Act of 1993 and the Federal Employees Family-Friendly Leave Act.
3. If a holiday falls on a day the employee normally works, the employee is paid for the number of hours he or she was scheduled to work, not to exceed 8 hours, except for an employee on a compressed work schedule. A part-time employee is not entitled to a holiday which falls on a day the employee is not normally scheduled to work.

Retirement: Retirement annuities are based on an employee's length of service and the highest annual base pay received for any three consecutive years. Each year of part-time service counts as one full year toward the length of service requirement. However, the annuity calculation for periods of part-time service after April 6, 1986, is prorated to reflect the difference between full-time and part-time service. Employees who are considering a change to a part-time work schedule should obtain an estimate of their retirement benefits from the Directorate for Human Resources.

Health Insurance: Part-time permanent and indefinite employees who participate in the Federal Employees Health Benefits Program receive the same coverage as full-time employees but pay a greater percentage of the premium because the Government's share is prorated based on the number of hours the employee is *scheduled* to work each week. For example, an employee on a 20-hour-per-week schedule receives one-half the Government contribution towards the premium.

Life Insurance: A part-time permanent or indefinite employee is eligible to participate in the Federal Employees Group Life Insurance Program. The amount of insurance for which an employee is eligible is based on the part-time employee's annual salary applicable to his or her tour of duty.

Qualification Determinations: Part-time technician work is prorated for determining qualification requirements. For example, an employee who works 20 hours a week would receive credit for 6 months of experience at the end of 12 months of work.

Pay: Gross pay is computed by multiplying the employee's hourly rate of basic pay by the number of hours worked during the pay period.

Reduction in Force: In a reduction in force (RIF), part-time employees compete separately from full-time employees. A part-time employee can compete only for other part-time jobs and has no assignment rights to full-time positions. Similarly, a full-time employee has assignment rights only to full-time positions and cannot displace a part-time employee.

Adverse and Performance-based Actions: Part-time employees have the same rights as full-time employees when disciplinary actions or performance-based actions are taken against them. Adverse and/or performance-based actions include suspensions, removals, furloughs, and reductions in grade. A reduction in scheduled hours is not subject to adverse action procedures.

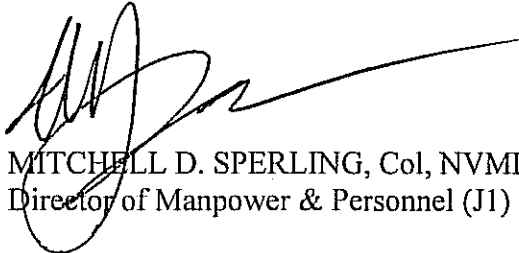
Service Credit: A part-time employee earns a full year of service for each calendar year worked (regardless of schedule) for the purpose of computing dates for the following:

- a. Retirement eligibility.
- b. Career tenure.
- c. Completion of probationary period.
- d. Within-grade pay increases.
- e. Change in leave category.
- f. Time-in-grade restrictions on advancement.

Strength Accounting: Regular hours worked by part-time employees count toward an agency's full-time equivalent (FTE) work year personnel ceiling. A part-time position counts as a percentage of a full-time job. For example, an employee who works 24-hours a week is counted as 0.6 FTE.

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FOR THE ADJUTANT GENERAL



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